



DELAINE EASTIN  
State Superintendent of Public Instruction

CALIFORNIA  
DEPARTMENT  
OF  
EDUCATION

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

Date: June 14, 2002

To: Charter School Administrators

From: Janet Sterling, Director  
School Fiscal Services Division

Subject: Charter School Facility Grant Program

The Charter School Facility Grant Program was enacted by SB 740 (Chapter 892, Statutes of 2001, *Education Code* Section 47614.5) for the purpose of providing assistance with facilities rent and lease expenditures for students in charter schools that meet certain eligibility criteria. Eligible charter schools may receive reimbursement for facilities rent and lease costs in an amount of up to \$750 per unit of classroom-based average daily attendance (ADA), as certified at the 2001-02 second principal apportionment, but no more than 75 percent of their total annual facilities rent and lease costs. If there are insufficient funds to reimburse all eligible charter schools at the maximum level, the funding provided to each school will be reduced on a pro-rata basis.

To be eligible for reimbursement, a charter school site must be geographically located within the attendance area of a public elementary school in which at least 70 percent of the pupil enrollment is eligible for free or reduced price meals. Charter schools occupying existing school district or county office of education facilities and charter schools receiving reasonably equivalent facilities from their chartering authority pursuant to *Education Code* Section 47614 (Proposition 39) are not eligible for reimbursement.

Additional conditions of the Charter School Facility Grant Program provide that: 1) charter schools receiving funding through this program that have exceeded their enrollment capacity must extend admissions preference to those students currently attending the charter school and to those students who reside in the elementary school attendance area in which the charter school is located, and 2) charter schools relocating to the attendance area of an eligible elementary school must give admissions preference to the students who reside in the eligible elementary school's attendance area. These conditions are intended to ensure that the needs of students residing in predominantly financially disadvantaged areas are also being met.

To apply for reimbursement funding for expenditures incurred during the 2001-02 fiscal year, charter schools must submit a Charter School Facility Grant Program Application for Reimbursement form. A copy of this form is enclosed and may also be found on our Web site at: [www.cde.ca.gov/charter/](http://www.cde.ca.gov/charter/). The Application for Reimbursement form must be **received** by the California Department of Education by July 19, 2002. Please mail the completed form to:

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California Department of Education  
Charter Schools Office  
560 J Street, Suite 170  
Sacramento, CA 95814  
ATTN: Kathy Mathews

We will determine the eligibility of your school for this program based on the application, and will notify you of that eligibility in August 2002. Specific information on the facilities expenditures that will be eligible for reimbursement and the expenditure documentation that will be required will be provided at that time. It is anticipated that funding will be distributed this fall.

If you have any questions about this letter, the application, or the Charter School Facility Grant Program, please contact Kathy Mathews at (916) 322-6029 or by e-mail at [kmathews@cde.ca.gov](mailto:kmathews@cde.ca.gov).

JS:ec

Enclosure

cc: District and County Superintendents